

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Herb Hyman-(954) 797-1016

SUBJECT: Resolution

TITLE OF AGENDA ITEM:

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRMS OF KEITH AND SCHNARS, H.J. ROSS ASSOCIATES, AND GABY & GABY, INC. TO PROVIDE FIELD BIOLOGIST/ECOLOGIST SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AGREEMENTS FOR SUCH SERVICES.

REPORT IN BRIEF:

The Town requested competitive proposals for providing field biologist/ecologist services on an as needed basis. The Town sent out twenty-one (21) specifications to prospective proposers. Additionally, the proposal was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's website. The Town received three (3) proposals. Town staff anticipated a multiple award for this service as our consultant might have to review a report that is prepared for a developer. In that event, we would have to have a contract with at least two consultants so that if the developer report is issued by one of those firms, the Town could use the other firm to review. Since the Town received only three responses and all three respondents appear to be very well qualified, staff recommends negotiating agreements with all three. The distribution of work assignments would be controlled by the Development Services Department. The resulting agreements which staff negotiates will be presented to Council for approval at a future meeting date.

PREVIOUS ACTIONS:

CONCURRENCES:

The selection committee has agreed with the recommendation to make a multiple award to all three responding firms.

FISCAL IMPACT:

Has request been budgeted?	no
If yes, expected cost-	\$7,500/yr.
Account Name:	Development Services-Contractual Services Account
Additional Comments:	This item was not anticipated during the budget preparation process. The item will be funded by budget transfers into the Development Services-Contractual Services Account. Funding will be determined on a case by case basis either from cost recovery revenues or from budget revisions from the Contingency Account.

RECOMMENDATION(S):

Motion to approve the resolution.

Attachment(s):

Resolution
Procurement Authorization

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRMS OF KEITH AND SCHNARS, H.J. ROSS ASSOCIATES, AND GABY & GABY, INC. TO PROVIDE FIELD BIOLOGIST/ECOLOGIST SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AGREEMENTS FOR SUCH SERVICES.

WHEREAS, the Town solicited proposals for field biologist/ecologist services on an as needed basis; and

WHEREAS, it is in the Town's best interest to make a multiple award for this service; and

WHEREAS, the selection committee has selected Keith and Schnars, H.J. Ross Associates, and Gaby & Gaby, Inc. as the firms best qualified to provide the required services; and

WHEREAS, it is in the Town's best interest to execute contracts for such services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby accept the selection of Keith and Schnars, H.J. Ross Associates, and Gaby & Gaby, Inc. as the firms best qualified to provide the required services and authorizes the Town Administrator or his designee to negotiate agreements for such services and present those contracts for approval at a future meeting date.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2002

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2002

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER BUDGET ITEM & DESCRIPTION APPROXIMATE COST
TO BE DETERMINED FIELD BIOLOGIST \$7,500

METHOD OF PROCUREMENT (check the one that applies)

- ☐ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☐ Sole Source
☒ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed Mark Atty
Department Head

Have Funds been Reserved N/A

Date 1/3/02 Signed (Signature)

Signed _____
Town Administrator

VENDOR	BIDS SUBMITTED	COST
KEITH AND SCHWARTZ		
H. J. ROSS ASSOCIATES		
GARY + GARY, INC.		

Signed Hub Hyman
Procurement Manager

TOWN ADMINISTRATOR'S RECOMMENDATION

Vendor KEITH AND SCHWARTZ H. J. ROSS ASSOCIATES GARY + GARY, INC.	Cost \$ 7,500/YR.
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Signed _____
Town Administrator

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